

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEVADA



VACANCY ANNOUNCEMENT

Position: Career Opportunity #15-NV-06
Administrative Support Specialist
Full-Time Position with benefits

Salary: CL 25 (\$38,704 to \$62,951) depending upon qualifications
and experience

Opens: May 29, 2015
Closes: June 5, 2015

Location: Las Vegas, Nevada

Whether launching or continuing a career in public service, the Clerk's Office for the U.S. District Court of Nevada is a great place to work with competitive salaries and benefits, an excellent work/life balance, flex time, access to a fitness center, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner.

Currently, the Clerk's Office is looking for a self motivated, energetic, well organized person to join their team as an Administrative Support Specialist. This position performs a wide variety of duties including assisting the Human Resources Administrator with personnel related tasks; providing support to the District Court Executive by staffing various judicial committees and assisting with other administrative duties; managing the Court's Attorney Admissions Fund, organizing naturalization ceremonies; opening and processing of mail; review and auditing of Criminal Justice Act Panel Attorneys vouchers; and other duties as required.

The ideal candidate will be familiar with the operations of federal courts, be highly skilled and versed in various automation programs, be highly organized and possess excellent verbal and written communication skills, and will possess proven strong analytical skills. Knowledge of human resources processes, court procedures, legal terminology, and a college degree is desirable. A high school diploma or equivalent is required.

Some of the benefits of working for the Clerk's Office are:

- Thirteen (13) days of paid vacation per year for the first three years of employment which increases incrementally after the first three years.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program (optional).
- Participation in a group long-term disability insurance program (optional).
- Participation in long-term care insurance program (optional).
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis (optional).
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.

To Apply:

Please submit a detailed resume and cover letter postmarked no later than Friday, June 5, 2015 to:

United States District Court
333 Las Vegas Blvd. South, Room 1334
Las Vegas, NV 89101
Attn: Human Resources

Miscellaneous Disclosures

- The U.S. District Court for the District of Nevada is an Equal Opportunity Employer.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.
- Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.
- Court employees serve in the Excepted Service and are considered "at-will" employees. Court employees are also subject to a Code of Conduct. A copy of which will be provided to applicants upon request.
- As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation. Employment is provisional pending the receipt of the background check. In addition, applicants must be either U.S. citizens or eligible to work for the United States government.
- The selected candidate will be required to successfully complete a six month probationary period.
- This position requires mandatory electronic fund transfer for payment of net pay.